

# **TRAVEL VOUCHER USER MANUAL**

## Chapter 8

The Spectrum System  
Georgia State University

PeopleSoft Financials  
Version 7.5

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## 1. Introduction

### *1.1. Use of the Travel Voucher*

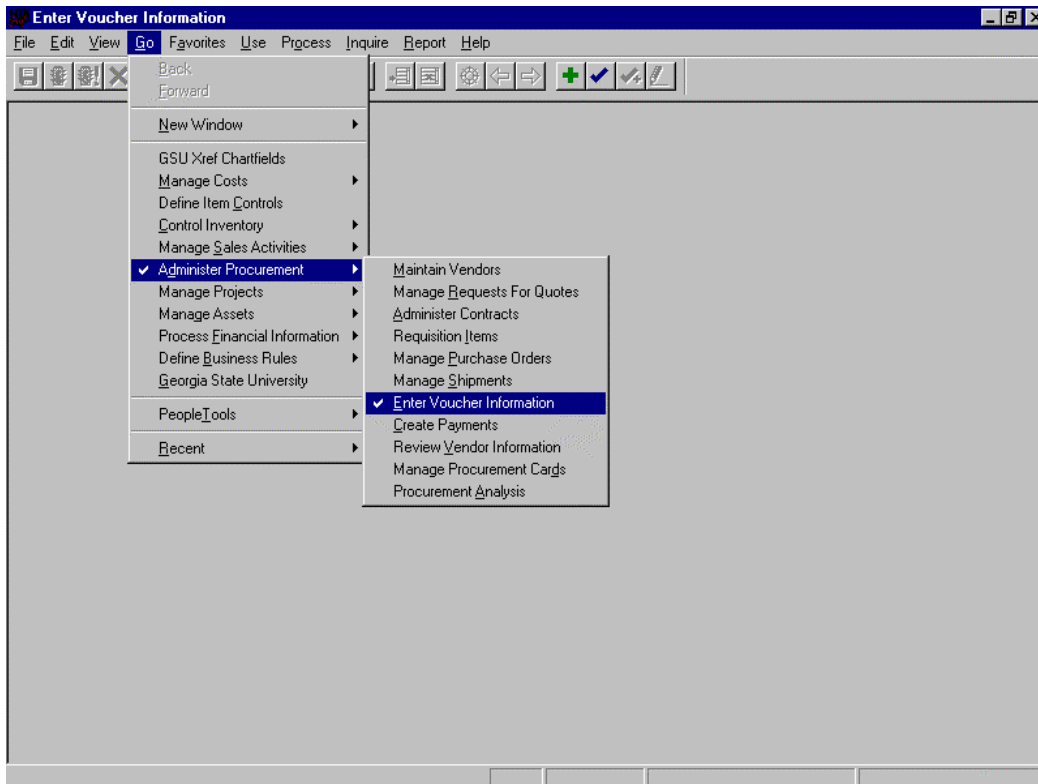
The *Travel Voucher* process was created to facilitate the entry of travel reimbursement claims and reduce the risk of errors for payment processing.

## 2. How to Enter a Travel Voucher

Each step in the online process of entering a Travel voucher will be described below. Compare your screen to the ones shown in the example for each step.

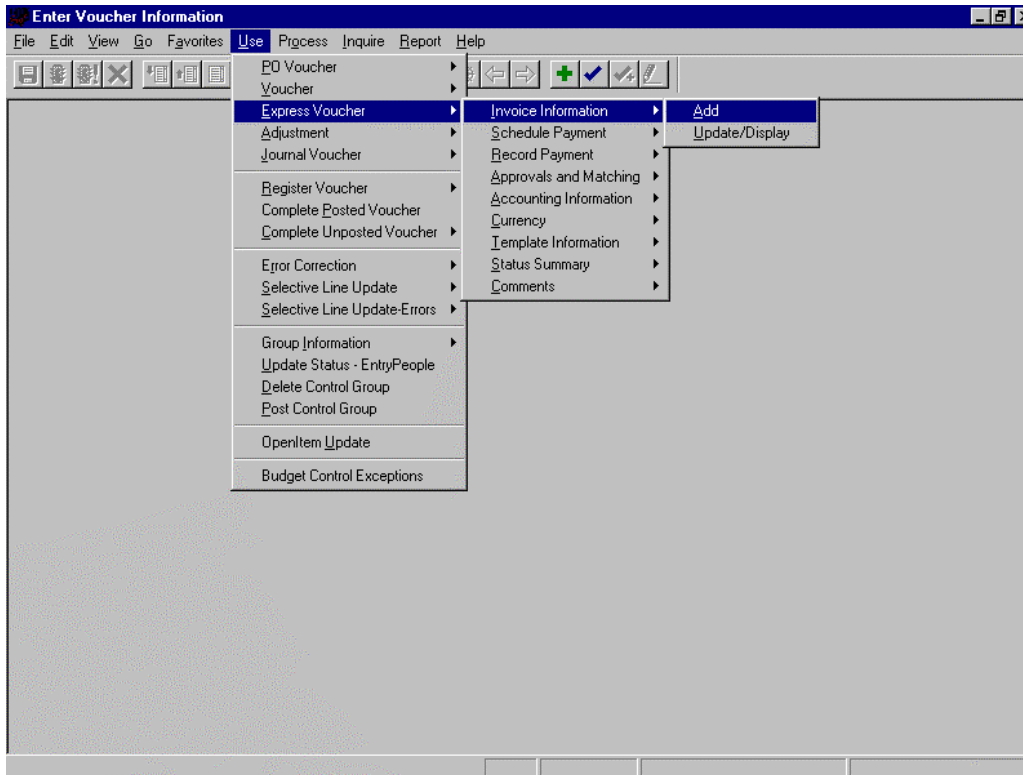
### 2.1. Selecting your panel Group

Click on **GO**, Administer Procurement, Enter Voucher Information.



## 2.2. Creating a Travel Voucher

Click on Use, Express Voucher, Add.



### 2.2.1. Adding Express Voucher Dialog Box



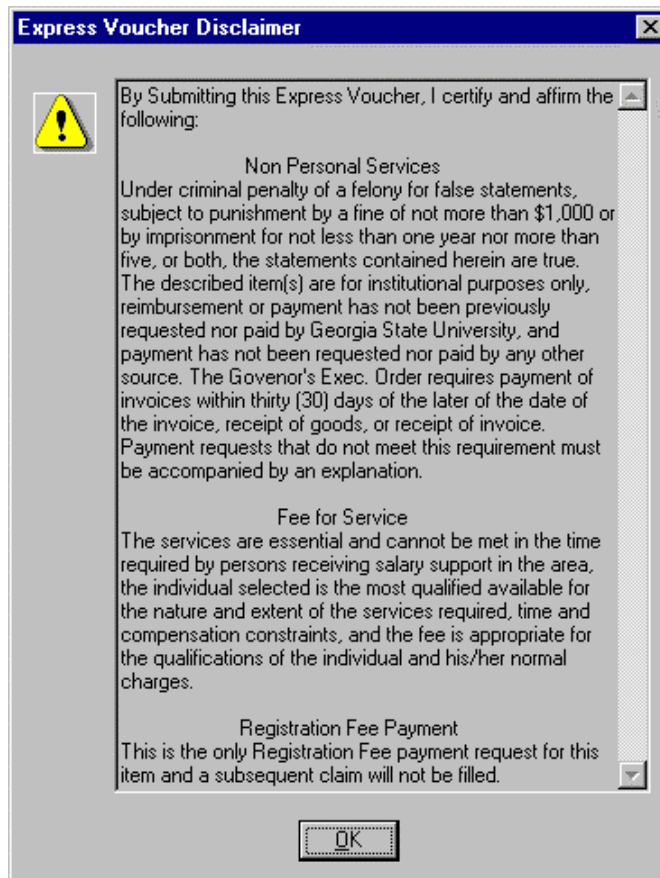
You will see a dialogue box. The Spectrum System default for Business Unit is **GSUFS** (Georgia State University Financial System). The other Business Units, GSUAA and GSURF, will be used less frequently and by those authorized to process transactions for the Athletic Association or the Research Foundation.

The **Voucher ID** is automatically assigned by the system. **Caution:** Do not change the value in this field.

Click **OK** to proceed.

### 2.3. Disclaimer Message

To proceed entering the voucher you must read and accept the disclaimer message shown below. Press OK when ready to continue entering the transaction.



### 2.3.1. Voucher Header Panel

The first panel the user will view is the Invoice Header Panel. To select vendor, click on the flashlight.

A vendor can be selected by searching using the *Name* field. Write criteria for search and then press F4 to obtain all possible options. If press F4 or the drop down button without criteria the first 300 vendors will show on dialog box.

If the user knows the *Vendor* ID numbers, enter it in Vendor field and tab out. This will bring vendor and its information.

If necessary click on the flashlight and run a more detailed search. See section 2.4.

## 2.4. Selecting your Vendor

Vendor ID will be the Panther ID Card. If you do not know the employee or student ID there are a four ways it can be selected:

- **Enter Short Name in Name field:** The user will write vendor short name in name field and then tab to the next field. If short name is correct Vendor information will appear in screen.
- **Drop Down Button:** Will allow you to look at the first 300 Vendor in table.
- **Select from Vendor Table:** Enter a couple of letters in Vendor name field and then double click for all possible options.
- **Search for Vendor:** By selecting the flashlight icon the system will take you into a panel for Vendor search

In order to do a search you need to enter some data or input into the name field. Once the criteria have been established you should press the search button (dog). This will bring the Vendors that match your criteria into the bottom of the screen

Select	Vendor ID	Address	Vendor Name
<input checked="" type="checkbox"/>	0000000823	1	BAKER DISTRIBUTING COMPANY
<input checked="" type="checkbox"/>	000502181	1	Baker,Latarsha D
<input checked="" type="checkbox"/>	000502372	1	Baker,Joy Elizabeth
<input checked="" type="checkbox"/>	000503095	1	Baker,Jennifer M
<input checked="" type="checkbox"/>	000503301	1	Baker,Barbara Nash

Review details by selecting the magnifying glass button next to the vendor you would like to select.

If the details match the vendor criteria press the select button (green checkmark). This will load vendor data into the Invoice Header Panel Tab.

You can proceed with the transaction data entry.

### Note

Change country code if necessary for vendor search. Press the drop down button and select country by double clicking or highlighting and pressing enter in your keyboard.



## 2.5. Template Information Panel Tab

When preparing a Travel voucher our first step after creating and selecting your vendor (student or employee) the voucher is to copy vouchers template. To copy vouchers template go to the *Template Information Panel* tab.

**Enter Voucher Information - Use - Express Voucher**

File Edit View Go Favorites Use Process Inquire Report Help

Schedule Payment Record Payment Approvals and Matching Accounting Information Currency Template Information

Unit: GSUFS Invoice: Vendor: Voucher: NEXT Date: ID: Pay Group:

☒ Copy from a Template Voucher ☐ Save as a Template Voucher

Template ID: [ ] Template ID: [ ] Description: [ ]

Template Comments

SpeedChart Key: Account: Fund: Department: Class: Program: Budget Period: Project:

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Template Information Add

- The first step to copying a template will to mark the *Copy from a Template Voucher* checkbox.
- Click in the Template Id field.
- The user can select a Template Id by clicking on the drop down button (will show first 300 options), pressing F4 or partially writing the template id and double clicking in the field.

A window with all valid values will popup. Select your template (ETRAVEL, STRAVEL and etravel) by double clicking the option or highlight and press the enter key.

**Valid Values**

Template ID: ETRA

OK Cancel Search

ID	Desc
ETRAVEL	Employee Travel Voucher

**Valid Values**

Template ID: STRA

OK Cancel Search

ID	Desc
STRAVEL	Student Travel Voucher

### 2.5.1. Template Information Comments

The user must complete the *Template Comments* before proceeding with the voucher entry. This is a requirement for approval purposes.

**Enter Voucher Information - Use - Express Voucher**

File Edit View Go Favorites Use Process Inquire Report Help

Schedule Payment Record Payment Approvals and Matching Accounting Information Currency Template Information

Unit: GSUFS Invoice: Vendor: Voucher: NEXT Date: ID: Pay Group:

☒ Copy from a Template Voucher ☐ Save as a Template Voucher

Template ID: ETRAVEL Template ID: Description:

**Template Comments**

Use Scroll Bar to View ALL COMMENTS:  
Traveler's Name:  
Travel To:  
Dates:  
Purposes:

SpeedChart Key: Account: Fund: Department: Class: Program: Budget Period: Project:

Template Information Add

This comment will also show in the *Approvals and Matching* panel tab.

## 2.6. SpeedChart Selection

In order for the system to allow you to select or enter a Speedchart you must click on the checkbox.

To select a Speedchart use the drop down box or enter a partial description and double click to get all available options. A dialog box will appear (see below)

After selecting your Speedchart all Chartfields combination fields except account will be populated (see below).

The main dialog box, titled "Enter Voucher Information - Use - Express Voucher", contains the following fields and sections:

- Unit:** GSUFS
- Invoice:**
- Vendor:**
- Voucher:** NEXT
- Date:**
- ID:**
- Pay Group:**
- ☒ **Copy from a Template Voucher**
- ☐ **Save as a Template Voucher**
- Template ID:** ETRAVEL
- Template ID:**
- Description:**
- Template Comments:**
  - Use Scroll Bar to View ALL COMMENTS:
  - Traveler's Name:
  - Travel To:
  - Dates:
  - Purposes:
- SpeedChart Key:** 1110A
- Account:** 640000
- Fund:** 96
- Department:** A11102000
- Class:** 43000
- Program:** 2800
- Budget Period:** 2001
- Project:**

The "Valid Values" sub-dialog box is open, showing a list of SpeedCharts:

SetID	SpeedChart	Eff Date	Descr
GSUFS	1110A	2000-06-01	Basketball - Post Season Event
GSUFS	1111A	2000-06-01	Basketball - Men Sports Operat
GSUFS	1112A	2000-06-01	Basketball - Women Sports Oper
GSUFS	1113A	2000-06-01	Basketball - Media -Table - Ga
GSUFS	1114A	2000-06-01	Basketball - Press Guide
GSUFS	1122A	2000-06-01	Softball Sports Operations
GSUFS	1132A	2000-06-01	Volleyball Sports Operations
GSUFS	1141A	2000-06-01	Soccer - Men Sports Operations
GSUFS	1142A	2000-06-01	Soccer - Women Sports Operatio
GSUFS	1151A	2000-06-01	Cross Country - Men Sports Ope
GSUFS	1152A	2000-06-01	Cross Country - Women Sports O
GSUFS	1161A	2000-06-01	Golf - Men Sports Operations
GSUFS	1162A	2000-06-01	Golf - Women Sports Operations

More matching entries were found than can be displayed.

### **Note:**

Do not change account number after selecting the SpeedChart. It will be defaulted to 640000.

## 2.7. Invoice Header Panel

After selecting your template you will begin entering data for the transaction. The first panel will be Invoice Header.

To complete this panel the user will need to fill required fields:

- Invoice date
- Invoice Number
- Voucher Type (DRG/PRJ)
- Department Id / Project Id (Related to Voucher Type)
- Received Date
- Distributed By
- Gross Amount: This should include all related charges. This field should be filled after completing entering all charge information.

### 2.7.1. Invoice Date

This field will be use to enter *departure date*.

The screenshot shows the 'Terms' dropdown set to 'NOV'. The 'Date' field is highlighted with a blue oval. Other fields include 'Gross: 0.00', 'Sales: 0.00', 'Freight: 0.00', 'Invoice:', 'Received Date:', 'Type:', 'Schedule:', and 'USD Use:'. There are also search icons and a total of 0.00 on the right.

### 2.7.2. Invoice Number

This field will be used to enter travel location.

The screenshot shows the 'Invoice' field highlighted with a blue oval. Other fields include 'Terms: NOV', 'Date:', 'Gross: 0.00', 'Sales: 0.00', 'Freight: 0.00', 'Received Date:', 'Type:', 'Schedule:', and 'USD Use:'. There are also search icons and a total of 0.00 on the right.

### 2.7.3. Gross Amount

Enter total amount to be reimbursed to employee. This field should be completed after line charges are completed.

The screenshot shows the 'Gross' field highlighted with a blue oval. Other fields include 'Terms: NOV', 'Date:', 'Invoice:', 'Sales: 0.00', 'Freight: 0.00', 'Received Date:', 'Type:', 'Schedule:', and 'USD Use:'. There are also search icons and a total of 0.00 on the right.

### 2.7.4. Voucher Approval

Enter voucher type, this a requirement for the transaction Workflow. To view all vouchers types available hit the drop down button and then select by double clicking or highlighting and pressing enter.

The screenshot shows the 'Type' dropdown menu open, displaying a list of valid values: DRG (Department Regular), DSP (Department Special), PRJ (Project Regular Rule), and PRS (Project Special). The 'Type' field is highlighted with a blue oval. Other fields include 'Terms: NOV', 'Date:', 'Invoice:', 'Gross: 0.00', 'Sales: 0.00', 'Freight: 0.00', 'Received Date:', 'Schedule:', and 'USD Use:'. There are also search icons and a total of 0.00 on the right.

### 2.7.5. Project and Department ID

Depending on the type of voucher approval you have selected you will be required to enter a Project or Department ID. If the user selects **DRG** (Department Regular) or DSP (Department Special) type the system will require that an Organization be assigned. If the user selects PRJ or PRS the system will require that a project be assigned. These are important fields, as it will help determine Workflow requirements.

Terms: NOV Gross: 0.00 USD Use: 0.00  
 Date: 11/01/2000 Sales: 0.00 Schedule:  
 Invoice: NYC, New York Freight: 0.00 Type: DRG Org:  
 Received Date: 11/10/00

Terms: NOV Gross: 0.00 USD Use: 0.00  
 Date: 11/01/2000 Sales: 0.00 Schedule:  
 Invoice: NYC, New York Freight: 0.00 Type: PRJ Proj:  
 Received Date: 11/10/2000

To select an Organization or a Project ID use the Drop Down Box or enter criteria and then double click in the selection. If you decide to use the Drop Down Box the system will only allow you to see the first 300 items in the table. Search Box looks like the one below for both the Organizations and Projects.

**Valid Values**

SetID: GSUFS  
 Project/Grant: A  
 Project/Grant Type: [Dropdown]

SetID	Proj/Grit	Proj/Grant	Descr
GSUFS	A1001	Project	Aux - Vill Pan Card Cabling
GSUFS	A1002	Project	Sparks - 1st Fl; Ren Health Cl
GSUFS	A1005	Project	Alum Hall - Renov of Theatre
GSUFS	A1006	Project	Phys Ed. Bldg - Recoat Roof
GSUFS	A1007	Project	A & H Rep. Heat Ex; In Boilers
GSUFS	A1008	Project	Gen Cla; Rep Chill, Con Loop
GSUFS	A1009	Project	KH - Replace Lab Fume Hoods
GSUFS	A1010	Project	GCB - Rep Chill, Con to Loop
GSUFS	A1011	Project	CBA - Upgrade Elevator
GSUFS	A1012	Project	LS - Rep Ext Walls; Des/Test
GSUFS	A1013	Project	NSC - Ren of HVAC Controls
GSUFS	A1014	Project	KH - Rep Two Air Hand Units
GSUFS	A1015	Project	Up. Elev Fireman Level 2; Ph 2

More matching entries were found than can be displayed.

### 2.7.6. Received Date

This field is used to enter *return date*.

Terms: <b>NOW</b>	Gross: <b>0.00</b>	USD Use: <b>0.00</b>
Date: <b>11/01/2000</b>	Sales: <b>0.00</b>	Schedule: <b></b>
Invoice: <b>NYC, New York</b>	Freight: <b>0.00</b>	Type: <b>PRJ</b>
Received Date: <b>11/10/2000</b>	Proj: <b></b>	

### 2.7.7. Distributed By

This field will be defaulted to Amount Tab into the Distributed by field to select between Amount and Quantity. *Complete all needed lines and delete all remaining that are not being used.* When processing lines enter quantity and unit price.

Distribute by		SpeedChart		Id Reference:	
<b>Amt</b>	1				
<b>Amt</b>		Description	Quantity	UOM	Unit Price
<b>Qty</b>		<b>Employee Travel Reimburse</b>	<b>1.0000</b>	<b>EA</b>	<b>0.00010</b>
Amount		Account	Fund	DeptID	Program
1	<b>10.00</b>	<b>640000</b>	<b>96</b>	<b>A111020</b>	<b>2800</b>
		Class	Bdgt Pd		
		<b>43000</b>	<b>2001</b>		
Proj/Grt		GL Unit	Exch Rate	Quantity	Suspense
		<b>GSUFS</b>		<b>1.0000</b>	

### 3. Comments Panel Tab

You may enter comments in your voucher. You can do that by selecting the Comments Panel Tab. This field is unlimited in both comment fields (*Voucher and Payment*). These comments will not be printed in any document or check that may be sent to the vendor.

The screenshot shows a software window titled "Enter Voucher Information - Use - Express Voucher". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", "Inquire", "Report", and "Help". Below the menu bar is a toolbar with various icons. The "Comments" tab is selected in the tab bar at the top. The main area of the window is divided into several sections. At the top, there are fields for "Unit: GSUFS", "Invoice:", "Vendor: Aaron, Lewis Napoleon", "Voucher: NEXT", "Date:", "ID: 000511296", and "Pay Group:". Below these fields is a section labeled "Voucher Comments" with a large text area. Below that is a section labeled "Payment Comments" with a "Payments:" label and a list box containing the number "1", followed by a large text area. At the bottom of the window, there are two buttons labeled "Comments" and "Add".



## 4. Budget Check Process

Once all required information has been completed you need to proceed with the Budget Checking Process. To start this process you need to move to the Accounting Information panel tab.

**Enter Voucher Information - Use - Express Voucher**

File Edit View Go Favorites Use Process Inquire Report Help

Approvals and Matching Accounting Information Currency Template Information Status Summary Comments

Unit: GSUFS Invoice: 1109-00-A155 Vendor: BAKER DISTRIBUTING COMPANY  
Voucher: NEXT Date: 11/10/2000 ID: 0000000823 Pay Group:

**Accounting Instructions**  
Accounting Date: 11/10/2000  
Accounting Template: STANDARD

**Accounting Policy**  
Account At: Gross

**Voucher Processing**  
☒ Post Voucher  
☐ Delete Voucher  
☐ Close Voucher

**Non-Recoverable VAT**  
☒ Prorate Non-Recoverable VAT

**Voucher Proration Rules**  
☒ Sales Tax  
☒ Use Tax  
☒ Freight  
☐ Late Charge  
☐ Disc Earn/Lost

**Budget Checking**  
Budget Check: Not Chk'd

Accounting Information Add

### 4.1. Running the Budget Check Process



To run Budget Check the Voucher click on the Budget Check Button.

**Budget Check Process**

The Voucher successfully met Budget Checking Requirements. Do you want the panel refreshed? (9340,44)

Yes No Cancel Explain

If the transaction meets Budget Check requirements a Dialog Box like this will appear. Click on *Yes* to refresh the panel and validate the transaction. Clicking on *Yes* will automatically save the transaction.

If Voucher Budget Check process was successful the Accounting Information panel should show a valid status (*see below*).

**Enter Voucher Information - Use - Express Voucher**

File Edit View Go Favorites Use Process Inquire Report Help

Invoice Information | Schedule Payment | Record Payment | Approvals and Matching | Accounting Information | Currency | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

Unit: GSUFS Invoice: 1109-00-A155 Vendor: BAKER DISTRIBUTING COMPANY  
Voucher: 00132159 Date: 11/10/2000 ID: 0000000823 Pay Group:

**Accounting Instructions**  
Accounting Date: 11/10/2000  
Accounting Template: STANDARD

**Accounting Policy**  
Account At: Gross

**Voucher Processing**  
☒ Post Voucher ☐ Delete Voucher ☐ Close Voucher

**Non-Recoverable VAT**  
☒ Prorate Non-Recoverable VAT

**Voucher Proration Rules**  
☒ Sales Tax ☐ Late Charge  
☒ Use Tax ☐ Disc Earn/Lost  
☒ Freight

**Budget Checking**  
Budget Check: Valid

Accounting Information | Update/Display

**Note:**

If the process fails it will show *Error* instead of *Valid*. You will need to review your Invoice Header Panel for possible errors in selected chartfields.